

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

PRINTING KEYLINER

JOB DESCRIPTION

Employees in this job participate in preparing and laying out graphic materials into camera-ready form for reproduction of printed materials such as forms, reports, pamphlets, newsletters, charts, etc. for state agencies. The work is performed using various mechanical drawing tools and operating composing and typesetting equipment.

There are four classifications in this job.

Position Code Title – Printing Keyliner-E

Printing Keyliner 6

This is the entry level. The employee, under close supervision, performs a range of keylining assignments in a learning capacity.

Printing Keyliner 7

This is the intermediate level. The employee performs a range of keylining assignments in a developing capacity.

Printing Keyliner E8

This is the experienced level. The employee performs a full range of keylining assignments and uses independent judgement in making decisions requiring the application of procedures and guidelines to specific situations.

Position Code Title – Printing Keyliner-A

Printing Keyliner 9

This is the advanced level. The employee at this level regularly performs the most complex keylining assignments beyond those expected at the experienced level, which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Prepares and lays out graphic materials into rough and finished camera-ready key-lines using various tools and equipment such as ruling pens, art screens, mechanical drawing tools and light table equipment.

Operates typesetting machines and equipment to produce typeset copy to paste on keyline being prepared.

Keyboards unjustified materials directly on pen-ruled forms, using strike-on equipment or other type producing machines.

Prepares aesthetically pleasing visual materials in conjunction with graphic designers.

Marks up copy with command coding, proofreader's marks, printer's measures and type styles and size for typesetting.

Operates peripheral mechanical and photographic composing room equipment, such as composers, headliners and photostat copiers.

Meets with employees of State agencies to provide technical assistance and determine job specifications, costs and acceptable work deadlines.

Estimates costs of labor and materials and determines pricing on completed job orders.

Prepares color separations and overlays.

Performs routine cleaning, preventive maintenance and minor repairs on equipment.

May assist in training lower level workers.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Printing Keyliner 9 (Senior Worker)

Operates a computerized area composition forms design system to electronically design and produce a completed form as either a lithographic negative or positive print.

Proofreads the more complex projects.

Maintains library of electronically produced forms on floppy disk.

Prepares the most difficult charts, visual aids, and displays.

Provides maintenance and repair on manual equipment and on computerized forms design system.

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Works directly with manufacturer representatives to develop and implement system enhancements and updates for both hardware and software.

Maintains system software manual.

May assign work to, instruct, and train lower level employees.

Organizes, plans, lays out and completes own work assignments without supervision and determines production schedules and priorities.

Determines need for, assists in development of, and inputs new programs, type fonts and other software changes.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of correct English usage, punctuation, spelling and mathematics.

Knowledge of printing keylining work methods, practices and techniques.

Knowledge of printing requirements, processes and composition.

Knowledge of graphic design, photolithography, printing and bindery processes as related to printing keylining.

Knowledge of type families and sizes, printer's measures and typesetting codes.

Knowledge of mechanical drawing tools and techniques.

Ability to type accurately from clear copy.

Ability to operate various typesetting machines and equipment.

Ability to operate peripheral mechanical and photographic keylining composing room equipment such as composers, headliners and photostat copiers.

Ability to produce a high volume of clean, neat and accurate keylines, visual aids and displays including those of some complexity.

Ability to provide estimates and determine job costs.

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Ability to use basic graphics design skill to select and assemble a variety of media to produce esthetically pleasing keylines, charts, graphs, storyboards and displays.

Ability to interpret instructions.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skill, and Abilities

Printing Keyliner 9 (Senior Worker)

Ability to organize, plan and layout work, determine priorities and establish schedules to meet deadlines.

Ability to perform the most complex assignments.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Printing Keyliner 6

Six months of experience in printing keylining or typesetting, printing composition, graphic design or a related field.

Printing Keyliner 7

One year of experience in printing keylining or typesetting, printing composition, graphic design or a related field.

Printing Keyliner E8

Two years of experience in printing typesetting, keylining, forms composition, graphic design or related field, including one year equivalent to the Printing Keyliner 7.

Printing Keyliner 9

Three years of experience in printing typesetting, keylining, forms composition, graphic design or related field, including one year equivalent to the Printing Keyliner E8.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PRINKYLNLR	Printing Keyliner

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Printing Keyliner-E	PRNKYLNE	A31-005
Printing Keyliner-A	PRNKYLNA	A31-011

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